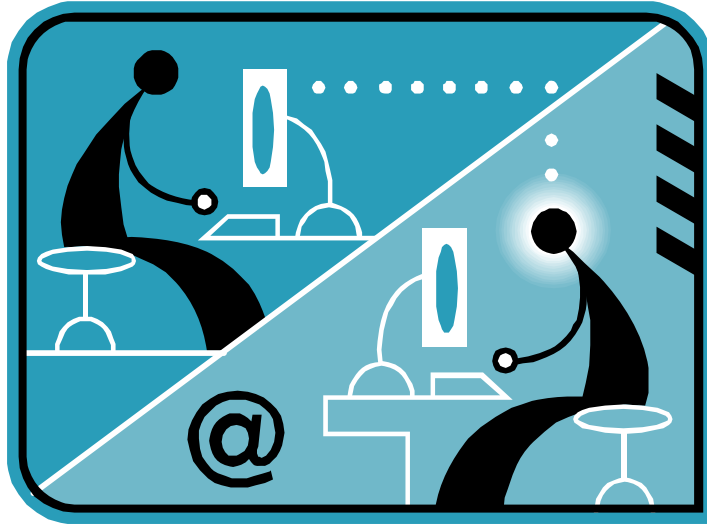


INSTANT WEB GUN CHECK SYSTEM



INSTRUCTION MANUAL

TABLE OF CONTENTS

AUTHENTICATION	1
HOME PAGE	2
HOME PAGE OPTIONS.....	3
QUERY.....	4
APPROVAL	5
PENDING... ..	6
TODAY’S LOG.....	7
ALL LOGS	8
CHANGE PASSWORD OR PIN.....	9

AUTHENTICATION SCREEN

This will be the first screen when logging into the gun check system. This screen will authenticate and identify each user.

Utah Criminal Justice Information System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites Media

Address <https://ucjis.utah.gov/webfront/pgAuthenticate> Go

UCJIS
Utah Criminal Justice
Information System

User Authentication

User ID:

Agency:

PIN:

Password:

PDA: ☐

Authenticate Me!

This system is restricted to authorized users for approved use only and is subject to monitoring. Actual or attempted unauthorized access is a violation of applicable laws and regulations. Violators will be prosecuted.

Utah Department of Public Safety
All rights reserved

Last updated on 12/29/2000 - See [Disclaimer](#) for terms of use.

Done Internet

Enter User ID

Enter FFL Number

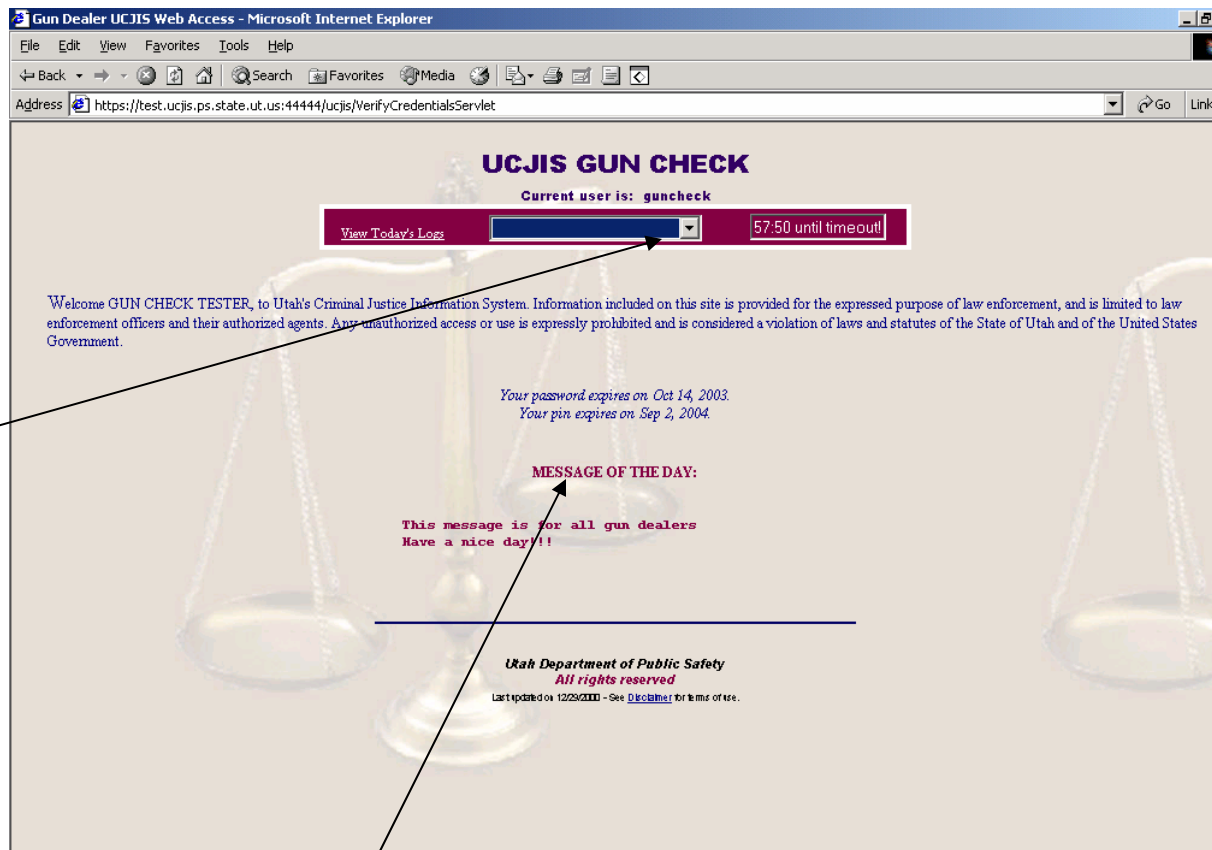
Enter PIN Number

Enter Password

Your User ID will be assigned by BCI. The Agency ID will be the last five digits of your FFL number. Your PIN and Password will also initially be assigned by BCI but you will later customize them. Do not enter anything in the PDA box.

HOME PAGE

This is your home page for the gun check system. The drop down box will allow you to select the action you want to conduct.



Click here to see the drop down box.

The message of the day may contain current updates or important information.

HOME PAGE OPTIONS

This screen will allow you to choose an option to run a background check, change a password or pin, reset a password or pin, or view activity logs. To select an option, click on the drop down box.

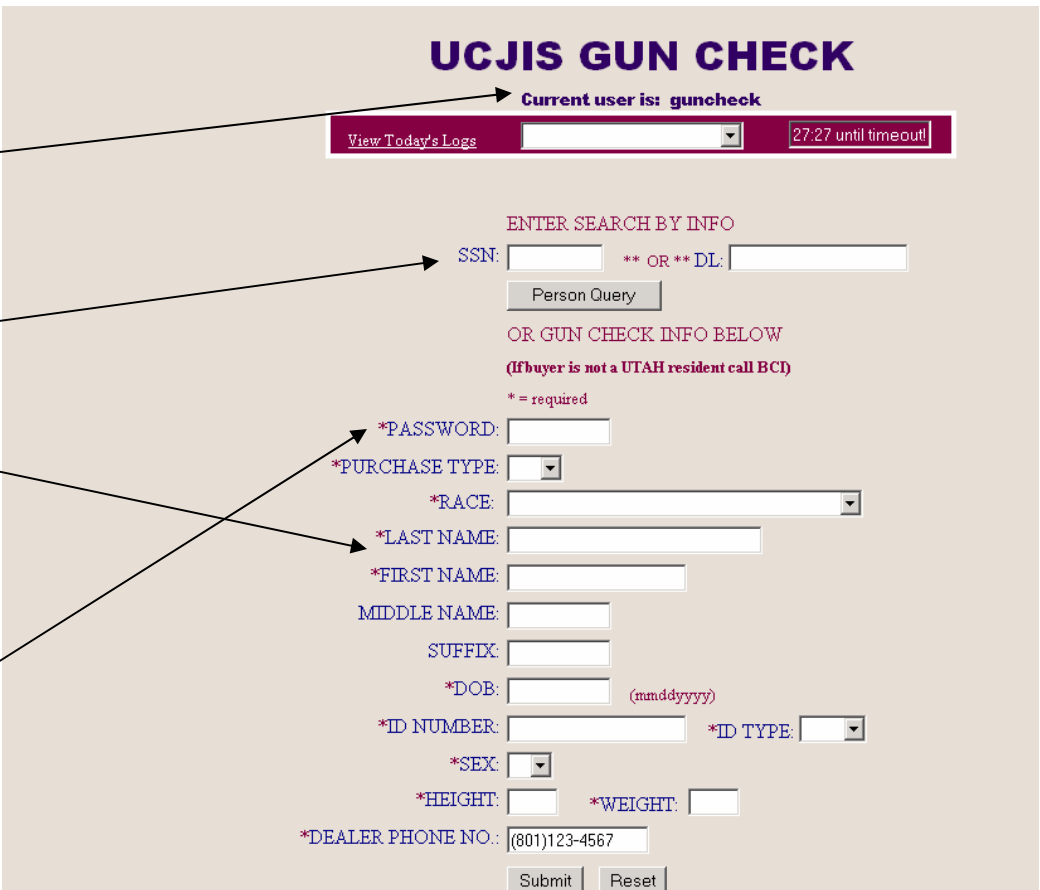
The screenshot shows the 'UCJIS GUN CHECK' home page in a Microsoft Internet Explorer browser window. The page title is 'Gun Dealer UCJIS Web Access - Microsoft Internet Explorer'. The address bar shows 'https://test.ucjis.ps.state.ut.us:44444/ucjis/ShowScreenServlet?Transactions=GUNCHHOME'. The page content includes a welcome message for 'GUN CHECK TESTER', a dropdown menu for 'View Today's Log', a timer showing '59:49 until timeout', and a 'MESSAGE OF THE DAY'.

Callout boxes provide the following information:

- Choose to run a gun check.
- Choose to change your password or PIN #.
- Choose to reset password or PIN # (only available for designated person).
- Choose to check requests for up to 20 previous days.
- Choose to "View Today's Log" to view same day requests.
- Amount of time until session times out. Time out will reset with use. If it times out, you will have to login again.

QUERY SCREEN

This screen will be used to run the background check. All fields with an * must be filled. A person's data can be retrieved by entering the Social Security Number, or the Utah Driver License Number. Use the drop down list to select other options.



The image shows a screenshot of the UCJIS GUN CHECK form with three callout boxes providing instructions:

- Callout 1:** "This shows the name of the person logged into the system." points to the "Current user is: guncheck" text at the top of the form.
- Callout 2:** "Enter SSN or DL number then hit 'Person Query' This will fill in the personal information. A space or hyphen in the name field will result in an error. It needs to be removed before submitting. *" points to the "SSN: [] ** OR ** DL: []" and "Person Query" buttons.
- Callout 3:** "Fill in your password, the purchase type, and race (can use drop down box)." points to the "*PASSWORD:", "*PURCHASE TYPE:", and "*RACE:" fields.

The form itself contains the following fields and sections:

- Header:** UCJIS GUN CHECK
- User Info:** Current user is: guncheck, View Today's Logs, [dropdown], 27:27 until timeout!
- Search Section:** ENTER SEARCH BY INFO, SSN: [] ** OR ** DL: [], Person Query button.
- Form Section:** OR GUN CHECK INFO BELOW (If buyer is not a UTAH resident call BCI), * = required.
- Fields:** *PASSWORD: [], *PURCHASE TYPE: [dropdown], *RACE: [dropdown], *LAST NAME: [], *FIRST NAME: [], MIDDLE NAME: [], SUFFIX: [], *DOB: [] (mmddyyyy), *ID NUMBER: [], *ID TYPE: [dropdown], *SEX: [dropdown], *HEIGHT: [], *WEIGHT: [], *DEALER PHONE NO.: [(801)123-4567].
- Buttons:** Submit, Reset.

* If the customer has two middle names, one must be removed before submitting the check. If there are two last names, please call BCI to run the check (we have to run these checks differently). Non-Utah residents must be called into BCI. When all fields are completed hit "Submit". This will send the request to search the files.

APPROVAL SCREEN

You will receive this screen when a transaction has been automatically approved without requiring us to do a manual check.

The screenshot shows the 'UCJIS GUN CHECK' interface. At the top, it displays 'Current user is: guncheck'. Below this is a navigation bar with a 'View Today's Log' link, a dropdown menu, and a '59:35 until timeout!' timer. The main content area shows the customer name 'TWEETY M BIRD' and the transaction number 'W3000063'. Below this is a table with 10 rows and 4 columns, all containing the word 'APPROVED' in green text. Annotations on the left side of the image point to specific elements: 'Name of customer' points to 'TWEETY M BIRD', 'Status' points to the first 'APPROVED' in the first row, and 'Transaction Request approval number' points to the 'W3000063' transaction number.

UCJIS GUN CHECK				
Current user is: guncheck				
View Today's Log <input type="text"/> 59:35 until timeout!				
TWEETY M BIRD				
Transaction Number is: W3000063				
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	
APPROVED	APPROVED	APPROVED	APPROVED	

PENDING TRANSACTION SCREEN

If the transaction has to be manually checked by us, the background check will come back with this Pending screen. It takes approximately 2-5 minutes for us to complete the background check before we send an Approved, Denied or Researched response back to you. Click on “View Today’s Log” to refresh the screen and receive the updated status.

If the background check is pending no transaction number will display.

Click here to see if your customer has been approved, denied, or put into research.

Utah Criminal Justice Information System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS

Address https://test.ucjis.utah.gov/new_webfront/loadInitialPage.do Go Links

UCJIS GUN CHECK

Current user is: guncheck

View Today's Log 59:53 until timeout!

YOGI BEAR

PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING

Done Internet

VIEW TODAY'S LOG

The log will give you the current status of all checks performed that day. The log will display whether a request has been approved, denied or is still in research. The screen will need to be refreshed to receive any updates. The log screen can be refreshed by clicking on “View Today’s Log”.

The screenshot displays the 'UCJIS GUN CHECK' interface. At the top, it shows the current user as 'guntest' and a 'View Today's Log' button. Below this, a table titled 'GUN CHECK LOG RESULTS FOR 07/11/2005 00:00 - 07/11/2005 11:29' contains three rows of data. The columns are 'PROCESSED TIME', 'STATUS', 'LAST NAME', 'FIRST NAME', 'TRAN NO.', and 'REVIEWED TIME'. The first row shows a 'RESEARCH' status for 'BEAR YOGI' with transaction number 'W5007837'. The second row shows an 'APPROVED' status for 'BEAR YOGI' with transaction number 'W5007833'. The third row shows a 'DENIED' status for 'BEAR YOGI' with transaction number 'W5007833'. At the bottom, it says 'Utah Department of Public Safety All rights reserved' and 'Last updated on 12/29/2000 - See Disclaimer for terms of use.'.

PROCESSED TIME	STATUS	LAST NAME	FIRST NAME	TRAN NO.	REVIEWED TIME
07/11/2005 11:27 AM	RESEARCH	BEAR	YOGI		
07/11/2005 11:26 AM	APPROVED	BEAR	YOGI	W5007837	
07/11/2005 11:24 AM	DENIED	BEAR	YOGI	W5007833	07/11/2005 11:23 AM

Utah Department of Public Safety
All rights reserved
Last updated on 12/29/2000 - See [Disclaimer](#) for terms of use.

Click on “View Today’s Log”

You can view the name, the status and transaction number for all requests performed on that day.

Because you can view the status of all checks you will not be contacted if your customer is given a research or denied status. Please make sure the address on your customer’s driver license is correct, we need it for our record keeping.

VIEW LOG

To get to this screen click on “View Logs” in your drop down box. This screen allows you to check the status on background checks performed during the past 20 days. This log will show you if a request that was placed on delayed status has been approved or denied (you will also be contacted by phone). The log will purge any request older than 20 days.

The screenshot shows the 'UCJIS GUN CHECK' interface. At the top, it says 'Current user is: guncHECK'. Below this is a navigation bar with 'View Today's Loge' and a dropdown menu, and a timer '59:59 until timeout!'. The main heading is 'VIEW GUN CHECK LOG'. Below this are search filters: 'SORT BY:' with a dropdown, 'TIME FRAME:' with a dropdown, and a note '*** OR enter date range ***'. There are 'FROM DATE:' and 'TO DATE:' fields with '(mmddyyyy)' format hints, each followed by 'HOUR:' and 'MINUTE:' dropdowns. Below these are '*** NARROW SEARCH BY ***' fields for 'LAST NAME:', 'FIRST NAME:', and 'STATUS:'. At the bottom are 'Submit' and 'Reset' buttons, and a link 'Click here to clear all fields'.

Sort by date ascending or date descending.

Use drop down box to select the time frame required.

If you would like to go back further than yesterday, fill in the “From Date” and the “To Date”. If you are looking for a specific request enter a last name.

CHANGE PASSWORD OR PIN

To get to this screen use the drop down box and select “Change Password or PIN”. This screen will allow a person to change passwords or pin numbers. Any user can change their own password or pin.

The screenshot shows a web browser window titled "CHANGE PASSWORD REQUEST - Microsoft Internet Explorer". The address bar shows the URL: <https://ucjis.utah.gov/webfront/ShowScreenServlet?Transactions=CPWL>. The page content includes:

- UCJIS GUN CHECK** header.
- Current user: **guntest**.
- A "View Today's Logs" button and a dropdown menu.
- A timer: **59:46 until timeout!**.
- A large button: **CHANGE PASSWORD or PIN**.
- Form fields and instructions:
 - * = required**
 - *Old Password:** [text input]
 - Instructions: "New Password must be between 6 and 8 characters in length.", "New Password must contain at least one character and one numeric.", "New Password cannot be the same password as one you have used within the last year."
 - *New Password:** [text input]
 - *New Password Again:** [text input]
 - Change Password** and **Reset** buttons.
- *** OR *****
- Change Pin** button.
- Footer: **Utah Department of Public Safety**.

Three instructional callouts with arrows point to specific fields:

- Callout 1: "Enter your current Password." points to the ***Old Password:** field.
- Callout 2: "Enter new password must be 6-8 characters in length." points to the ***New Password:** field.
- Callout 3: "Enter new password second time. Click change password." points to the ***New Password Again:** field.